



APPLICATION FOR DEVELOPMENT REVIEW

APPEAL

CITY OF PLEASANT HILL

100 Gregory Lane
Pleasant Hill, CA 94523
Phone (925) 671-5209
Fax (925) 682-9327

I. CHECK TYPE OF PERMIT(S) TO BE APPEALED:

- | | | |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Permit |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Secondary Unit | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal | |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Application Name _____
- D. Application Identification _____
- E. Reasons for Appeal (please be specific) _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

III. AUTHORIZATION

A. Appellant

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

TO BE COMPLETED BY STAFF

APPLICATION TITLE

APPLICATION NUMBER

APPLICATION RECEIVED BY

APPEAL SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Zoning Administrator. All submittal information shall be presented along with the Application for Development Review application form and related fees before the appeal can be accepted as complete.

35-35.4 Procedures for appeals and calls for review

- A. **Hearing date.** An appeal or call for review shall be scheduled for a hearing before the appellate body within 30 calendar days of the city's receipt of the appeal or call, unless both applicant and appellant consent to a later date.
- B. **Notice and public hearing.** An appeal or review hearing shall be a public hearing if the decision being appealed or reviewed required a public hearing. Notice of the public hearing shall be given in the manner required for the initial decision.
- C. **Plans and materials.** At an appeal or review hearing the appellate body shall consider only the same application, plans, and related project materials that were the subject of the original decision.
- D. **Hearing.** At the hearing, the appellate body shall review the record of the decision and hear testimony of the appellant, the applicant, and any other interested party.
- E. **Decision and notice.** After the hearing, the appellate body shall affirm, modify, or reverse the original decision. When a decision is modified or reversed, the appellate body shall state the specific reasons for modification or reversal.

A decision on appeal or review shall be rendered within 30 calendar days of the close of the hearing. The zoning administrator shall mail notice of a planning commission decision, architectural review commission decision, or city council decision. Such notice shall be mailed within 5 working days after the date of the decision to the applicant, the appellant, and any other party requesting such notice.

- F. **Failure to act.** Failure to act within the time limits prescribed in subsections (A) and (E) above shall be deemed affirmation of the original decision.

SUBMITTAL REQUIREMENTS

Number of Copies

- | | | | |
|----|--------------------------|--|---|
| 1. | <input type="checkbox"/> | <u>Application Form</u> – completed and signed. | 1 |
| 2. | <input type="checkbox"/> | <u>Fee</u> – check payable to the City of Pleasant Hill. | 1 |